

SUBJECT: Income Verification Requirements

REFERENCE: M.S. 63-509; FNS Handbook 310 Chapters 6 and 10

NUMBER: QC-01 (8/05)

SITUATION: The quarter is April/May/June; the Sample Month is July. On the May QR-7, the household reports that a member will be starting a new job earning \$600 a month beginning July 5. Based on this unverified information, the Eligibility Worker (EW) counts the \$600 when determining the allotment amount for the July/August/September quarter.

QUESTIONS:

1. Should the QC reviewer use this unverified amount in Comparison II even though the FNS Handbook 310 (chapters six and ten) instruct otherwise?
2. Do the Quarterly Reporting regulations allow for use of unverified reasonably anticipated income amounts in the allotment computation?

RESPONSES:

1. Both chapters six and ten of the FNS Handbook 310 require that the \$600 in this example be verified by the QC reviewer. Therefore, before the \$600 income can be counted, it must be verified.
2. California's Quarterly Reporting regulations (M.S. 63-509) stipulate the procedures for EWs to follow when determining reasonably anticipated income and include sources for attesting the household's declaration thereof. These procedures, which are to be used on a case-by-case basis, when determining if the income should be used in the allotment computation, require verification of reasonably anticipated earned and unearned income when it is used in the allotment determination.